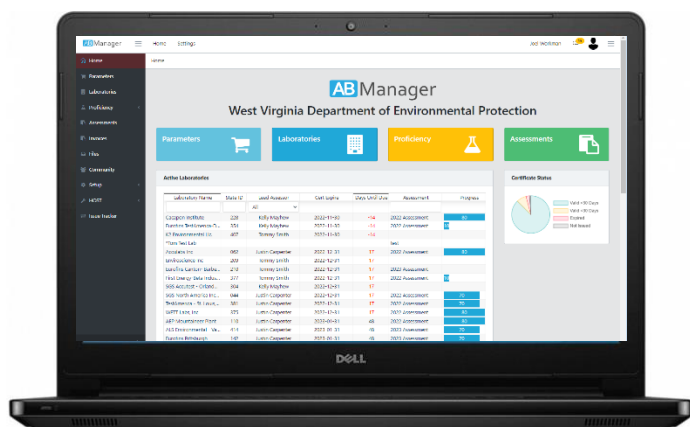# AB Manager
Laboratory Accreditation System

What is AB Manager?

AB Manager is an innovative and powerful accreditation management system designed specifically for state and federal laboratory accrediting bodies (ABs). From proficiency test evaluation to on-site audits, AB Manager helps to simplify and improve the daunting accreditation process.

AB Manager is the result of many years of planning and development. It has been designed from the ground up by experienced laboratory assessors, lab managers, and application developers. We genuinely believe it is the most comprehensive and cost-effective management system available to any laboratory accrediting organization.

AB Manager's modules help your accreditation team to easily:

- Specify allowable fields of accreditation (FoA) – using matrix, program, method and analyte.
- Track demographics, key personnel, and FoA for each laboratory.
- Generate and process electronic renewal applications.
- Manage and organize recurring application and audit cycles.
- Develop customized checklists for every procedure and method.
- Evaluate proficiency testing (PT) results and corrective actions.
- Prepare invoices based on AB fee schedules
- Produce accurate and timely reports and certificates.
- And more...

AB Manager Features

AB Manager's key features include:

System Design

- ☑ Secure, web-accessible database platform.

- ☑ Easy to access from any web-connected desktop, laptop, or tablet.

- ☑ Includes cloud storage for system-generated files. Export capability for backup of critical data tables.

- ☑ Initial data migration support from existing database files (labs info, key personnel, etc.).

- ☑ Excellent customer support for initial setup and ongoing maintenance.

Analytical Parameters

- ☑ Allows each AB to specify allowable parameter combinations (matrix, program, method, and analyte).

- ☑ Uses nationally recognized (TNI) method and analyte codes. Also allows for AB-specific analyte or method codes, if needed.

Laboratory Demographics, Key Personnel, and Fields of Accreditation

- ☑ Capable of managing an unlimited number of laboratories including lab demographics, location(s), key personnel, etc.

- ☑ Tracks lab contacts, the primary contact, and the start and end dates of any key positions that each contact has had.

- ☑ For each laboratory, tracks requested and approved parameters (matrix, program, method, and analyte).

- ☑ Includes a detailed PT analysis for each requested parameter – including TNI overall score and method-specific PT for EPA drinking water.

- ☑ Recurring and non-recurring assessments can be assigned to each laboratory. Each assessment type includes customized milestones for effective task scheduling.

- ☑ Laboratory certificates, including approved fields of accreditation, are automatically generated.

- ☑ Automated invoicing is based on AB-specific fee schedules.

Electronic Laboratory Applications

- ☑ Includes an automated application process to simplify and improve the initial and renewal application process.

☑ AB Manager generates an application spreadsheet that is pre-populated with laboratory demographics, key personnel, and requested fields of accreditation.

☑ Laboratories update the application spreadsheet and return the file to the AB.

☑ The completed application file is uploaded directly to a staging area. Changes are highlighted for easy review, approval, and importing.

Proficiency Test (PT) Evaluation

☑ Automated uploading of proficiency testing (PT) files from any PT provider.

☑ Preliminary screening of PT data uploads for validity and completeness.

☑ Various data views for semi-automated PT evaluation (TNI and method-specific).

☑ A detailed PT analysis is provided for each requested parameter – including TNI technology score (Pass-3/3, Pass-2/3, etc.) and EPA's method-specific result.

☑ TNI PT evaluation includes analysis of timeframes between studies (e.g., closing date to closing date must be less than 7 months).

☑ Failed PT results are grouped by method and added to a PT Action table, allowing the AB to track receipt of laboratory corrective actions.

Assessments, Milestones, Checklists, and Reports

☑ Define assessment types (e.g., annual renewals or biennial on sites) with customizable milestones for each.

☑ Automatically creates an overall priority/to-do list for each milestone type (e.g., on-site scheduled or on-site completed).

☑ Specific features for assessments that include an on-site audit.

☑ Allows users to develop an unlimited number of customized process or method checklists. Checklists design can include sections, labels, questions, signature, etc.

☑ Multiple checklists can be added to an assessment package.

☑ Audit findings and recommendations can be easily populated from checklist observations or added manually.

☑ A customized audit report can be generated quickly and easily after finalizing the findings and recommendations.

☑ Once all steps in an assessment have been completed, a new assessment is generated according to a pre-determined schedule with a fresh set of milestone dates.

Automated Invoice Preparation

☑ Invoice preparation is automated and based on the laboratory's requested parameters.

☑ Per method fees, per analyte fees, and invoice adjustments are customizable to match the AB's fee schedule.

☑ The invoicing module allows the user to easily track issue date, date due and date paid.
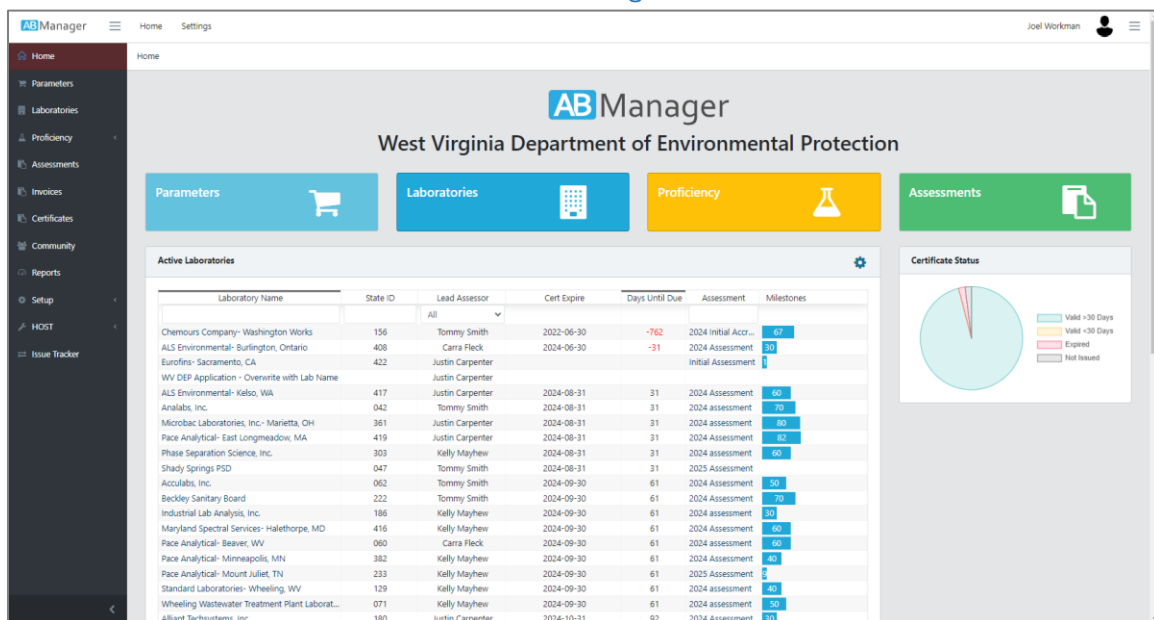
Certificates

☑ Laboratory certificates are easily generated based on the dates and approval status of individual parameters.

☑ The certificate language and many formatting features are customizable.

☑ Certificate details (dates, notes, fields of accreditation, etc.) are saved in a separate 'snapshot' table that serves as a historical record and audit trail.

☑ Fields of accreditation include parameter details such as matrix, program, method & method code, and analyte & analyte code.
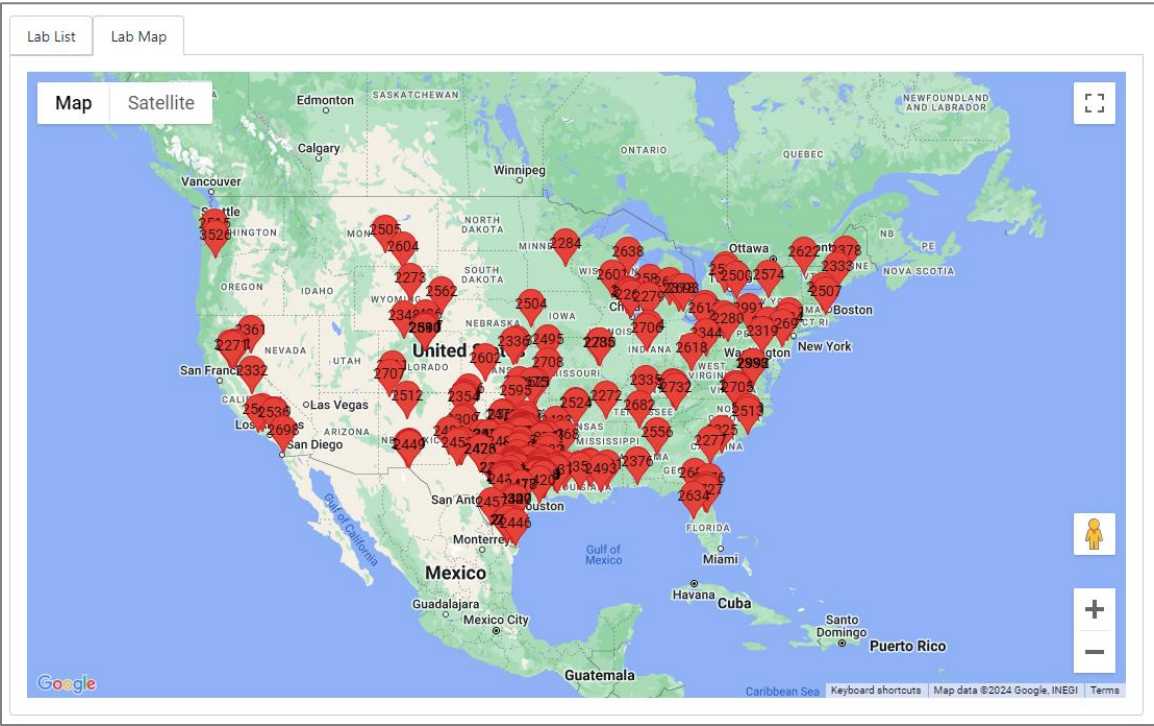
Other Features

☑ AB-specific setup for AB details, system users, lab types, lab positions, approvals, milestones, assessment types, fee setup, and report setup.

☑ Includes TNI export files for laboratory demographics and fields of accreditation.

☑ Includes a public-facing, searchable website with up-to-date certificate data for each laboratory. This URL can be shared with outside regulatory partners or data users.

Screenshots

Home Page

Laboratory Map

PT Evaluation

Automated Application

Lab: DHL Analytical, Inc. (2301)				Parameter Summary			
File Name: TX00906_Renewal Application_2024-03-02 jw.xlsx				Unchanged: 772			
				Added: 94			
				Removed: 101			Clear Staged Data

Lab Info   Lab Parameters

Proposed

Laboratory Details

Laboratory Name	Primary AB	Laboratory Type	State ID	EPA ID	TNI ID	Account	Laboratory Phone	Hours of Operation	Website	Commercial?
DHL Analytical, Inc.	TCEQ	Commercial	T104704211	TX00906	TNI0999	T104704211	5123888222	M-F / 8:30am - 4:30pm / CST		Yes

Physical Location

Address1		Address2	City		State	Zip
2300 Double Creek Drive			Round Rock		TX	78664-3801

Mailing Location

Address	City	State	Zip
2300 Double Creek Drive	Round Rock	TX	78664-3801

Billing Location

Address	City	State	Zip
2300 Double Creek Drive	Round Rock	TX	78664-3801

Key Positions

Position	First	Last	Email	Phone	Primary	Start Date	End Date	Notes
Laboratory Manager	Heather	Gamble	gamble@dhlanalytical.com	5123888222	No	5/14/2022		
Other	John	DuPont	dupont@dhlanalytical.com	5123888222	Yes			Executive Manager-
Owner	Derhsing	Luu	luu@dhlanalytical.com	5123888222	No			
Primary Contact	John	DuPont	dupont@dhlanalytical.com	5123888222	No			

Laboratory Certificate

NEVADA Laboratory Certificate
Test America - Denver
State Lab ID: CO00026

Document ID: NV-C24-00069
Effective Date: 08/01/2023
Expiration Date: 07/31/2024

State of Nevada
Department of Conservation and Natural Resources
Division of Environmental Protection, Laboratory Certification Program (LCP)

Laboratory Certificate for:

Test America - Denver
4955 Yarrow Street
Arvada, CO 80002-

State Lab ID: CO00026
Effective Date: 08/01/2023
Expiration Date: 07/31/2024
Document ID: NV-C24-00069

Conditions of Certification

This laboratory is hereby approved for environmental testing in accordance with the State of Nevada Administrative Code (NAC) 445A. Approval is granted only for those parameters specified on the attached Fields of Accreditation (FoA) list. For continued approval, the laboratory must maintain compliance with all applicable program requirements, including proficiency testing. The laboratory must immediately report to the Nevada Laboratory Certification Program any instance where compliance with NAC 445A requirements is not maintained. Laboratory clients may contact this agency for the most recently issued laboratory certificate.

Issued By: Jasmine Curiel, Laboratory Certification Officer
Date Issued: 05/22/2024

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How Much Does AB Manager Cost?

Please contact us for a price quote. We are confident AB Manager will pay for itself due to the increase in efficiency and productivity of your assessment team. AB Manager speeds up and improves the time-consuming tasks of manual laboratory tracking, personnel tracking, parameter updates, PT reviews, task scheduling, laboratory audits, report preparation, and invoicing.

Additionally, using this system will result in higher customer satisfaction due to the improved quality and timeliness of your accreditation products and services.

What's Next?

We would love to answer any questions you may have about AB Manager. We can arrange for a live demonstration anytime using Teams or Zoom or even a test database for you to experiment with.

Please contact:

<u>Product Manager</u>
Joel Workman
jworkman@aqsnet.com
office: 801-476-1365

Or visit:

https://www.aqsnet.com/index.php/software/abmanager/